

Completion and Submission Instructions for Montana Trauma Registry Abstracts

NOTE: If at all possible, please print legibly when completing the abstract form.

1. Complete an abstract for each trauma patient (Inclusion Criteria are listed on the cover-stock sheet provided) to be included in the Central Registry. If you have questions as to whether or not a specific patient should be included, don't hesitate to give me a call or email me at the address below.
2. Develop a numbering system for your facility's trauma patients that works for your facility. Most facilities do not use medical record numbers so as to assure additional confidentiality. There is a log form included so you have an easy way to track your patients.
3. In each block:
 - a. Circle a response - do not leave any items blank.
 - b. If you have no information or the information is not documented for this item, write "Unk" for unknown.
 - c. If the item does not apply to this patient, write "NA" for not applicable (**remember, VS, SAO2 & GCS are appropriate for ALL patients**). **There is no patient for whom these assessment parameters are "N/A"**.
 - d. TIMES are important to include for a more complete "patient story" of the events that took place throughout care.
4. For the patient's "Social Security Number"; list the last 4 digits only.
5. "Triage Criteria Used" at the bottom of the Prehospital section addresses the reasons the Trauma Team was activated.
6. Please document the physician's specialty/area of regular practice along with their name and the times as listed.
7. The "Procedures" section applies to any pertinent procedures, interventions, diagnostics or surgery implemented during the time the patient was at this facility. Don't forget to include times interventions were implemented
If an intervention (i.e; spinal immobilization, O2, IVs, etc.) took place in the Prehospital setting prior to patient arrival at the ED, please note that.
8. "Vital Signs" and "GCS" in the Emergency Department section are the **first set obtained upon the patient's arrival in the ED**.
9. Use the "Memo" section for any pertinent issues, circumstances or explanations you

would like noted or that offer additional information.

10. In the “Anatomical Diagnoses” section, please provide as much information as you can about the patient’s potential injuries, identified injuries, and/or diagnoses to aid in more accurate coding for that patient (even if you transfer a patient in order to truly determine the specific injuries, please list those possible injuries).
11. Please submit completed abstract forms to the Emergency Medical Services & Trauma Systems Section for data entry in the self-addressed envelope provided. When the abstracts have been entered, they will be returned to you along with another self-addressed envelope for your next submission of abstracts and a letter with feedback on your facility’s care processes.
12. If you make any subsequent changes to an abstract (after it’s been submitted to us for inclusion), please re-submit that abstract to EMSTS indicating the changes so we can re-enter it into the Central Registry.

Thank you for your interest and participation in the trauma program for Montana’s Trauma Patients! We know this is additional effort on your part and appreciate your commitment to improving care for our patients. If you have any recommendations for changes on the form or any concerns related your trauma processes, please contact me using the information below.

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